

D.J. Jacobetti Home for Veterans

ADMISSION APPLICATION CHECKLIST

Before proceeding, determine whether or not the veteran (or spouse, widow, parent) meets the eligibility requirements as outlined in the Home's brochure. In order to apply for admission, you will need to complete the enclosed application. Married veterans should complete page 5 (spouses/dependent expenses). All questions must be answered. Submit it to the Home, along with the following:

- The veteran's **Military Discharge document**, or a copy of the **DD-214 form**.
- Copies of **Medicare** and/or any **Health Insurance** coverage cards.
- A recent **History & Physical** for the applicant. For example, a copy of recent physical exam, hospitalization, current medication list, progress notes. If applying for the Memory Care Unit (Alzheimer's Unit), and the applicant has had a previous CT Scan of the head and/or an EEG, please also send a copy of these reports. A copy of a **chest x-ray** report taken within the previous 90 days.
- Copies of **guardianship, power of attorney, conservatorship**, or patient advocate forms that exist. We encourage you to look over and consider the Durable Power of Attorney for Health Care form enclosed. Completion is not mandatory.

FINANCIAL CHECKLIST

- A copy of the past three years federal **income tax forms**.
- Bank statements documenting assets. Current checking & savings account statements from financial institution. *Statements older than 1 month prior to admission are not accepted.*
- Documentation of other assets, e.g. stocks, bonds, property, annuity accounts, trust accounts, whole life insurance policies, etc.
- Proof of Income: **Social Security** (*verification of 2013 gross & net amounts*); **Retirement Pension(s)** (*verification of 2013 gross & net amounts*); **Veteran's Administration Payments**; Any other income received monthly, quarterly, or yearly.
- If you have a life insurance policy, please provide the cash surrender value. If it is paid up, the amount of monthly premiums still paid. Provide the **policy number**.
- For Single applicants:** If you own a vehicle, please provide documentation of value using Kelley Blue Book. If you own property or a home, please provide a copy of the property deed.

WHAT YOU CAN EXPECT

After the application is received, the staff at the Home will review it for completeness, eligibility, and level of care. Questions may be directed to:

Admissions: 906-226-3576, ext 311 or by email to: BressetteK@michigan.gov

Financial questions: 906-226-3576, ext 350 or by email to: DepuydtS@michigan.gov